

Participants in MAG Luncheon
Friday, 2 September 1977
1200-1400

Team A

[Redacted Box]

ANALYST
ANALYST
ANALYST
SECRETARY
ADMIN.

Team B

[Redacted Box]

ANALYST
ANALYST
D) ANALYST
ANALYST

Alternates**

[Redacted Box]

[Redacted Box]

[Redacted Box]
Chairman, Management Advisory Group

only 3 TED + only one WISD

*Team Leaders

**Takes part in pre-luncheon meeting to select topics of discussion
in Teleprompter Room 0900-1000, 25 September 1977.

AUGUST

① Trips for graphics

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Questions Presented for the 2 September Director's Luncheon
with OIA Personnel

I. Career Development

- they will go again on a flyer in the future
1. What is the future of the Advancement Opportunity Program (AOP) in the DDI?
 2. What qualifications or requirements must be met before the non-professional can be considered for a professional position (P.I. or etc)?
 3. Can a non-professional prepare for a professional career by attending training courses and attending college or university classes?

II. Work Areas

- We can do it. Cross with it.
1. Would you explore the possibility of having someone (possibly GSA) clean the work areas? Some analysts volunteered to clean their respective work areas if the proper materials were provided.

III. Management

- Explain
1. Is there a procedure to evaluate the leadership and accomplishments of a branch chief?
 2. Concerning branch problems -- is there a front office stigma concerning the return of a branch chief to P.I. work?

IV. Miscellaneous

- How much about the project?
1. Would you establish guidelines, procedures, and counseling for travelers...via the Administrative Staff?
 2. What criteria are used in determining recipients for special awards? Apparently awards for the Southeast Asia efforts in OIA went to only a portion of those involved in the project.
- Explain more what do you feel you must do to get it done

V. Fitness Reports

1. Suggestion -- A more realistic and valuable fitness report for support staff personnel might result if contributions and comments were elicited from non-support staff personnel...i.e., division chiefs, branch chiefs, and others for whom the support staff does most of their work.
- yes* 2. Are all fitness reports reviewed at the front office level to assure objective evaluations that reflect performance?
3. Would you consider detailing your opinions on fitness reports and promotions at an OIA-wide meeting?
- 103K's like
it to WC.* 4. Some OIA personnel think that there is very little consistency in the assignment of fitness report ratings and the granting of promotions both within OIA and between OIA and Headquarter offices. These same people believe that the speed of promotions favor the more glamorous analytical responsibilities over the more routine efforts of the support-type work. Do you believe that your new promotion procedures might eliminate the concerns?